



MIS INFO-LINE

TO: All DMH Directly-operated and
Contracted Providers

SUBJECT: REVISED CLIENT FACE SHEET (MH 224A, MH224B, MH224D)

Enclosed are copies of the Department's revised Client Face Sheet. All providers should begin using these new forms immediately. In this packet you should have copies of

- MH224A Client Face Sheet – Client Data
- MH224B Client Face Sheet – Episode Data
- MH224D Client Face Sheet – Periodic Data

These new forms, instructions for completing the Client Face Sheet, and Codes Manuals were presented at the last MIS Quarterly End-User Training Meeting. If you were unable to attend any of the training meetings, copies of the instructions and Codes Manual are available through MIS at (213) 738-4836. You may also order additional copies of the Client Face Sheets from the DMH Warehouse. When ordering, be sure to specify the mental health number, eg. MH224A, MH224B, MH224C, MH224D.

The Client History Screen has been online since May 1999 and the form (Mental Health 2224C) has been available in the DMH Warehouse since that time. Providers should have completed this screen on all clients with open episodes, except Fee-for-Service inpatient providers. If you need information on the Client History Screen, please call MIS Division for a copy of MIS Info-Line No. 134.

The Client Face Sheet forms were revised to capture new data reporting fields required by the state (Department of Mental Health) and/or federal (Health Care Financing Administration). Some additional data elements for County DMH data collection were also included.

If you have any questions please call the MIS Customer Support/Help Desk at (213) 738-4770.

c: Marvin Southard
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Executive Management

